



ULTIMATE HOME SELLING *checklist*



Prep your home for sale like the professionals!
Use this checklist to help you review the interior and exterior of your home.

PAPERWORK TO COLLECT

- Copy of survey (if you have one)
- Copy of floorplans (if you have one)
- Copies of permits & inspections (if you have one)
- Anything that must be assumed with the sale of the property
- Copy of mortgage information
- Copy of all contracts entered prior to closing
(eg. Roof to be installed, new fence agreement with neighbour, furnace rental?)
- Receipts of all improvements/repairs to property

OPERATING COSTS

Annual cost of water	_____	Annual cost of electrical	_____
Annual cost of gas	_____	Annual cost of home insurance	_____

BACKGROUND INFO

What year was your home built?	_____	Age of doors?	_____
Age of roof?	_____	Age of central air?	_____
Age of furnace?	_____	Hot water tank - rental? (yes/no)	_____
Age of windows?	_____		



inside YOUR HOME

FLOORING

- Clean any stains
- Repair excessive wear or damage
- Carpet or area rugs need to be cleaned?

WALLS

- Dirt, fingerprints or other stains?
- Nail or thumb-crack holes, tape residue?
- Cracks, chips, water damage?
- Need for repainting or new wallpaper?
- Neutral, light colours for roomy environment?

LIGHTING

- All bulbs working and proper wattage?
- Broken switches, exposed wiring?
- Table and floor lamps working properly?
- Are all bulbs the same colour?

PET AREAS

- Organized, odour-free?

DOORS

- Fingerprints or other stains?
- Need new paint?
- Open/close easily without squeaks or catching on the floor?
- Latches/handles secure and working properly?
- Time to update the hardware?

WINDOWS & GLASS

- Sparkling clean/chip- and crack-free?
- Open/close easily?
- Latches/handles/locks secure, working properly?
- Dirt and fingerprints on frames or sills?
- Screens clean and without holes?
- Storm windows in good condition?

WINDOW COVERINGS (Curtains, drapes, blinds, etc.)

- Dirt or stains? Excessive wear or sun damage?
- Open/close easily, hardware working properly?

ENTRYWAYS AND HALLWAYS

- Clean and free of clutter or obstructions?
- Welcome mat(s) clean and inviting?



CLOSETS AND STORAGE AREAS

- Clean and well organized?
- Clutter and excess junk removed?
- Matching clothes hangers?
- Clothes hung neatly and not jammed together?
- Shoes and boots neatly stored/stacked?
- Seasonal clothes removed?

KITCHEN

- Every surface sparkling clean?
- Countertops organized, all but daily use appliances?
- Refrigerator spotless inside and out?
- Frost removed from freezer?
- Appliance interior light bulbs working? (Buyers look!)
- Oven/stove top clean? Burner trays cleaned?
- Sinks clean with faucets working properly and leak-free?
- Garbage disposal in good working condition?
- Cupboards/pantry spotless, organized?
- Dishwasher clean and stain-free?
- Under kitchen sink clean and organized?

LIVING ROOM, DINING ROOM, BEDROOMS, DEN AND STUDY

- Everything thoroughly vacuumed/dusted?
- Excess furniture removed for roomier atmosphere?
- Remaining furniture clean and in good repair?
- Wood and other surfaces clean and polished?
- Bookshelves neat, organized and clutter-free?
- Children's games/toys stored neatly?
- Fragile items removed and stored?
- Smaller valuables removed/locked away?
- Window coverings open for views and sunlight?
- Mirrors cleaned and in good repair?
- Depersonalize by removing family photos and certificates
- Baseboards wiped clean?
- Excess clutter removed?

BATHROOM/POWDER ROOM

- Every surface sparkling clean?
- Counter tops organized, free of clutter?
- Fresh soap?
- Sinks clean, faucets working properly?
- Tub and shower surfaces clean?
- Items in cupboards stored neatly?
- Towels stain-free and hanging neatly?
- Shower curtain clean and in good repair?
- Toilets extra-clean and working properly?
- Closets organized and clutter-free?
- Medicine cabinet clean, "personal items" hidden or removed?

BASEMENT, FURNACE ROOM, GARAGE

- Clean and well-organized? Clutter and excess "junk" removed?
- Remaining items stored/stacked neatly?
- Everything thoroughly vacuumed/dusted?
- Wipe down furnace and top of hot water tank
- Remove any musty odours



outside YOUR HOME

STRUCTURES

- Exterior surfaces clean, in good condition?
- Front-door exterior clean, inviting?
- Eavestroughs and downspouts clean?
- Outdoor lights/sconces wiped clean?
- Fences/decks in good condition?
- Sidewalks and walkways in good repair?
- Driveway clean, in good repair?
- Mailbox wiped clean?

YARD AND ENVIRONMENT

- Lawns mowed/edged regularly?
- Large bare spots repaired?
- Leaves removed from lawns and flower beds?
- Trees pruned, hedges trimmed?
- Flower beds weeded and tidy; dead plants replaced?
- "Junk" and scrap removed?
- Lawn furniture clean, organized, good repair?
- Bicycles, children's toys stored neatly, out of way?
- Firewood organized and neatly stacked?
- Yard cleared of "Doggy land mines"?
- Garbage and Recycle Bins cleaned and free from smells



Sound overwhelming? You don't need to do it overnight. You can break things down to just one small task each day. We can also point you to someone who can help. Our list of preferred home professionals is top notch.

Preparing your home for sale is hard work, but do it right and you'll reap the rewards of your efforts in your bank account.



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IMPORTANT REAL ESTATE
DECISIONS...YOU'LL BE GLAD YOU DID!

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